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*Accounting*  
*Payroll Salaries*  
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**FEB 8 Rec'd**

7 February 1952

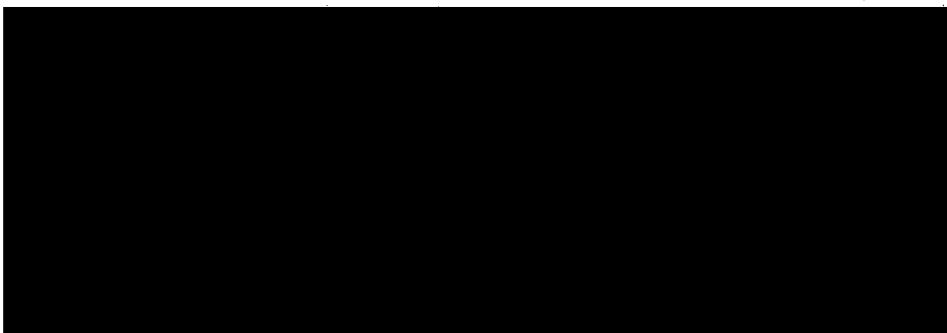
TO : Comptroller

FROM : Finance Division

SUBJECT : Pay and Allowance Procedures for "Pool" Employees

1. In accordance with your instructions issued in response to the desires of the Director, Finance Division has made necessary procedural changes to pay all "pool" employees each two weeks beginning with the current pay period and will have representatives at the pool premises each week beginning 12 February 1952, for the purpose of cashing checks and processing various accounts, including pay and allowances.

2. The action necessary to accomplish expeditious handling of pay, travel, and per diem accounts of new employees requires coordination with several other offices. For the purpose of devising adequate procedures which involved a number of offices and to effect necessary coordination a conference was held on this date and was attended by the following:



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3. The subjects discussed and upon which agreement was obtained are as follows:

(a) In order to provide a basis for expeditious handling of initial travel and per diem accounts of employees reporting for duty, it is necessary that travel authorization reach the Finance Division by the time the employee enters on duty and is briefed regarding personal finances. It was agreed that the Personnel Division (C) will authenticate and deliver such authorizations to the Finance Division representative at the time of financial briefing. Basis for the issuance of such authorizations by the Personnel Division is contained in the personnel action request which has previously been approved by appropriate Operating Office officials. At the same time the Personnel Division will deliver to the Finance representative a travel voucher for each new employee entitled to travel expenses and per diem. This voucher will not be completed but will indicate the appropriate entrance on duty date, which may or may not coincide with the date of employee's arrival in Washington, D. C. In the event the employee came to Washington in advance of the scheduled EOD date, he would not receive per diem from the date of arrival to the date of scheduled entrance on duty, and

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during that period he would be considered in a leave without pay status. However, in the event an employee arrives late on or after the scheduled date of entrance on duty and after reporting in is told to return at a later date, he will be considered in a pay and per diem status until actually entered on duty. In connection with the financial briefing, the Finance representative will complete, review, and pay all such travel vouchers. In this manner new arrivals will henceforth be paid all travel expenses and per diem due on the date of their entrance on duty. It is deemed unnecessary to obtain further approval of this voucher since at the time of payment authentication and approval will be on hand in the form of a travel order. In order to expedite payment, these travel vouchers will be prepared by pen in original only. To satisfy file requirements the Finance Division representative will prepare in triplicate a statement to the effect that "John Doe has been paid EOD travel expenses from Chicago to Washington and two days TDY per diem in Washington covering the period through 6 February 1952. The amount of the voucher is \$65.50." One copy of this notice will be forwarded through the Budget Officer of the office concerned to the appropriate Operating Division. One copy will be placed in the individual's travel folder. The third copy will be forwarded to the Administrative Officer of the pool.

(b) A large percentage of new employees travel to Washington, D. C. by privately owned automobile and bring their dependents, if any, with them. The heretofore accepted practice in paying vouchers covering such travel was to allow mileage at \$.07 per mile not to exceed the cost by common carrier. Computation of such vouchers is a complicated and time-consuming process. Therefore, in order to expedite payment, it is mandatory to establish a flat mileage rate without the qualification "not to exceed the cost by common carrier." It was agreed that this rate should be \$.07 per mile regardless of the number of passengers in the automobile. Elimination of the qualification "not to exceed cost by common carrier" will also provide for expeditious computation of per diem, since the allowance of a reasonable number of miles per day will automatically determine the number of days per diem payable. It was agreed that the basis for this computation should be an allowance of approximately 300 miles per day. It was further agreed that new employees, especially those who have not previously worked for the U. S. Government may not retain all ticket stubs, receipts, etc., in which event the employee's certification upon the voucher should be accepted as prima-facie evidence of the expense and paid accordingly. In order to effect this procedure and expeditious payment of vouchers at an early date, it will be necessary to assume all outstanding travel orders covering entrance on duty travel of new employees are automatically amended to eliminate the qualification, if contained therein, that mileage allowance will not exceed cost by common carrier. All orders are also assumed to be amended to the extent that travel by privately owned automobile is authorized whether or not this is stated in outstanding orders.

(c) The Finance Division will upon payment of the new employee's initial voucher initiate a financial control card for use of the pool Administrative Officer and will deliver same, together with the statement of original payment, referred to above, to the pool Administrative Officer

when the employee leaves the Finance Division and enters the pool. These documents will enable the pool Administrative Officer to prepare or supervise the preparation of subsequent per diem vouchers which will be submitted as of every other Thursday, beginning 21 February 1952. These vouchers will be approved by the pool Administrative Officer to signify that the employee was on duty during the period under consideration and will deliver same to the Finance Division by Wednesday noon the day before payment is to be made. The Finance Division will review and certify these vouchers and return them to the pool at 10 a.m. on the following day. At the same time a Finance Officer will be at the pool to pay the vouchers in cash. Paying such vouchers every other week will provide the employee with funds each week since, as described below, salary procedures will be revised on a two-week basis and payment will be made on Fridays alternating with the weeks during which per diem is paid. This procedure pertaining to per diem vouchers submitted through the pool Administrative Officer will be followed until the employee leaves the pool and reports for other duty. At this time the pool Administrative Officer will forward to the Finance Division the financial control card, which will serve the purpose of adjusting the pool roster or finance records and will then be forwarded to the appropriate Operating Division, which will supervise the preparation of subsequent per diem vouchers on a monthly basis.

(d) Provisions of sub-paragraphs (a), (b), and (c) above should eliminate all details in payment of travel and per diem accounts and consequently will eliminate personal and telephone inquiries, research and morale problems formerly encountered.

(e) Payroll procedures for pool employees have been amended effective 3 February 1952, to provide payments which coincide with payment of the vouchered funds payroll. The last payment under the former four-week pay period basis will be made on 12 February 1952, and will cover the period 6 January through 2 February. For the two-week period commencing 2 February and ending 16 February, payment will be made on 29 February, which coincides with the vouchered funds payroll. Similar procedure will be observed until the employee leaves the pool and reports for other duty. On pay days beginning with 12 February, 15 February, 29 February, and each two weeks thereafter a Finance representative will be at the pool headquarters for the purpose of cashing checks, vouchered and unvouchered. Personal checks may also be cashed on pay days and on the dates per diem vouchers are paid provided such checks are low in amount and are endorsed by a security-cleared and permanent employee of CIA who accepts responsibility of validity of the check. Since the Finance Division is not in possession of information regarding these non-security-cleared employees in the pool, it would appear reasonable that an individual member of the Finance Division should not accept responsibility for personal checks nor does it appear that such responsibility could be placed officially with the Division without approval of the Director.

(f) To facilitate the work of the Personnel Division (C) and the pool Administrative Officer in issuing travel orders and vouchers the Budget

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Officers, OSO and OPC, will establish special allotment accounts (one allotment account for each office) which will be used to record all travel and per diem expenses in connection with pool employees.


(g) Precise procedures regarding the internal processing of the bi-weekly payroll (these procedures do not effect pool employees, administrators, Personnel Division (C), or Operating Officers) will be devised by the Finance Division in conjunction with the Audit Office. Further, a study will be made of available facilities or additional facilities required to convert the entire confidential funds departmental payroll to a two-week basis, which would eliminate problems in connection with the conversion of individual pay accounts from the two-week to four-week basis when employees leave the pool.

(h) It is deemed desirable to apply most or all of the above procedures to other Agency pools, assuming this action meets with your approval. A copy of this memorandum will be made available to other offices concerned and discussions will be held with appropriate officials with a view toward establishment of identical or similar procedures.

(i) In summary the following action has been or is being taken:

- 1 Procedures have been devised to effect expeditious payment of travel and per diem accounts of all new employees on the date of entrance on duty. Subsequently, per diem accounts will be paid every other Thursday beginning 21 February 1952.
- 2 Payroll procedures for pool employees have been revised so that pay dates will coincide with the vouchered funds payroll. This procedure is effective 3 February 1952, and payment will be made every other Friday, beginning 29 February 1952.
- 3 A Finance Officer will be at the pool headquarters on 12 February, 15 February, 21 February, 29 February, and thereafter alternating Thursdays and Fridays each other week with facilities to cash checks--vouchered, unvouchered, and personal, to effect payment of per diem and other accounts and to render such other financial assistance as may be required.

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Acting Chief, Finance Division

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CONCUR:

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Chief, Audit Office

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Deputy Chief, Personnel Division (C)

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Administrative Officer, D Street Pool

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Budget Officer, OPC

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Assistant Budget and Fiscal Planning Officer, OSO

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Chief, Central Processing Branch

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